

# Town of Mesilla

## Community Center Rental

### CLASSROOM

[PrintForm](#)

2231 Avenida de Mesilla P.O. Box 10

Mesilla, NM 88046

Phone: (575) 524-3262 Fax: (575) 541-6327

PLEASE TYPE OR PRINT

Current Date

1/16/15

Organization Name

Contact

MAILING Address

City

State

Zip

Phone Number

Alternate Phone Number

E-mail Address

Rental Date

Rental Start Time

Rental End Time

Select ONE: ☐ Northwest Corner Classroom ☐ Northeast Corner Classroom

Number of Chairs Needed (maximum of 64)

Number of Tables Needed (maximum of 16)

#### COMMUNITY CENTER RENTAL AGREEMENT

➔ **REFUNDABLE CLEANING DEPOSIT** - Applicant agrees to pay a refundable cleaning deposit of \$300 for up to 6 hours of rental. Any rentals that will exceed 6 hours, will require an additional \$50 deposit per hour. The deposit will be refunded when the town Public Works Department determines that the Community Center was satisfactorily cleaned by the permit holder. If the Community Center has not been cleaned by the end of the established use period, the town will clean the area and withhold all or part of the cleaning deposit, depending on the time and personnel needed to clean. If the damage and/or cleaning to the Community Center area exceeds the deposit amount, the renter will be invoiced for the difference. **The deposit must be paid in full in order to have the date and times reserved on the calendar.**

➔ **RENTAL FEE** - The applicant will pay a \$25 per hour rental fee. This fee will NOT be prorated, and should include adequate time for both setting up and tearing down. Mesilla residents will receive a 50% discount on rentals that are 4 hours or more. Proof of residency will be required to receive the discount. The rental fee must be paid in full within 10 working days before the event. The rental fee will not be refunded should any cancellation occur within 10 days of the event (this includes cancellations due to weather on the day of event).

➔ **NON-PROFIT ORGANIZATIONS** - Non-profit organizations will be required to pay the deposit in full, however, will receive a discount with proof of 501(c)3 status. Non-profit organizations will pay a flat rate of \$25 per day. This fee will NOT be prorated or waived.

➔ **REOCCURRING FITNESS AND/OR DANCE GROUPS** - In an effort to promote health and wellness in our community, fitness and dance groups may be allowed to use the Community Center at a discounted or waived rate, as approved by the Town Recreation Director. If there is space available and time available on the regularly scheduled calendar, the Town may agree to sponsor certain fitness classes. All other reoccurring meetings that promote fitness, may be offered at a discounted rate that will be determined based on the cost of utilities.

➔ **BUILDING KEY** - Building key may be picked up within 24 hours of the event, and must be returned by 5 p.m. the next business day. There will be an additional fee of \$500 for the purpose of re-keying the building if key is not returned by the deadline.

➔ **RULES AND REGULATIONS** - The applicant will follow the following rules and regulations:

- ➔ The person or persons to whom this permit is issued shall be liable for any loss, damage or injury sustained by any person present during the rental times stated above.
- ➔ The applicant will be responsible for any and all damage, breakage, theft or vandalism that occurs inside or outside the Mesilla Community Center as a result of this event.
- ➔ The applicant agrees that all event attendees will wear shoes with non-marking soles. The applicant will be held responsible for any scuff marks found on the floors following the rental.

----OTHER SIDE----

→ **RULES AND REGULATIONS** - The applicant will follow the following rules and regulations:

- The applicant will not attach anything to the wall with tacks, screws, nails, or any device that will make a hole or compromise the paint job. If the applicant chooses to decorate they should use an adhesive such as putty or tape that will not damage paint on the walls.
- The applicant is required to use the Town of Mesilla's tables and chairs. **Tables & chairs brought from elsewhere will not be permitted.**
- **Temperature control:** The applicant is NOT permitted to adjust the thermostat. The Town of Mesilla staff will set the thermostat appropriately prior to the event. The thermostat will NOT be set to anything lower than 70. In the event of an EMERGENCY (the AC does not turn on at all), the applicant should contact the Town of Mesilla Public Works on-call employee at (575) 650-8830. The applicant will be responsible for any and all damage, breakage, theft or vandalism that occurs as a result of tampering with the thermostat.
- The applicant agrees that they will NOT prop the doors open. Propping doors open effects the electricity bill and the AC temperature, and any applicant caught propping the doors open will be required to pay a percentage of the utility bill for the rental times.
- All rental times include set-up and break-down.
- The applicant will be responsible for the number of hours that the event will take place, and the applicant will inform the Town of Mesilla if the number of hours exceeds the figure stated on this form and pay additional fees if applicable.
- The cleaning deposit will be refunded the second working day following the event if the clean-up is accomplished by the applicant and is approved by the Town of Mesilla Public Works Director. The Town of Mesilla will provide a push broom for the applicant to use after the event has concluded. The Town of Mesilla will not provide extra trash bags. It is the applicant's responsibility to bring their own trash bags and dispose of them at the end of the event. If clean-up is not approved, the cleaning deposit will not be returned. "Clean-up" includes:
  - ☐ Sweeping with provided push broom
  - ☐ Wiping down the tables and chairs
  - ☐ Returning tables and chairs to the location where they were found upon arrival
  - ☐ Trash pick-up and disposal
  - ☐ Restrooms must be clear of any paper towels/toilet paper on the floor or any other messes made during rental
  - ☐ Any tables, chairs, racks, etc. that may be moved out of the auditorium during the rental, must be returned to their original location at the conclusion of the rental.
- All doors must be locked at the conclusion of the rental. This includes the two front push-bar doors and the two back doors - one near the water fountains at the southeast end and one near the women's restroom at the southwest end.
- At the conclusion of the rental, all lights must be turned off, including auditorium, restrooms and hallways.
- The key will be issued 24 hours before the event and **MUST BE RETURNED BY 5 PM THE NEXT BUSINESS DAY** in order to avoid \$500 re-keying fee. **LAW PROHIBITS DUPLICATION OF KEY.**
- The applicant will abide by capacity limitations as follows:
  - Northeast Classroom: 54 Persons
  - Northwest Classroom: 57 Persons

The applicant agrees to the conditions included on this form:

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY					
DEPOSIT	Check #	<input style="width: 100%;" type="text"/>	Date Submitted:	<input style="width: 100%;" type="text"/>	Date Returned: <input style="width: 100%;" type="text"/>
RENTAL FEE	Check #	<input style="width: 100%;" type="text"/>	Date Submitted:	<input style="width: 100%;" type="text"/>	Receipt # <input style="width: 100%;" type="text"/>
Added to <input type="checkbox"/> Master Calendar					
KEY	Picked up by _____		Date	<input style="width: 100%;" type="text"/>	
	Returned by _____		Date	<input style="width: 100%;" type="text"/>	